



## **Vaccines for Children (VFC) Program Eligibility Screening Requirements**

As a part of the Vaccines for Children (VFC) Program, providers are required to screen for VFC eligibility. This screening documentation must be kept for three years.

All VFC providers in Montana need to use a Montana approved method for documenting screening of VFC eligibility. The three options include:

- Vaccine Eligibility Form
- Direct data entry into WIZRD, using inventory and selecting VFC eligibility prior to vaccine data entry
- A clinic computer generated report pre-approved by the MT Immunization Program

### **Vaccine Eligibility Form**



The Vaccine Eligibility Form has two versions available. One version of the Vaccine Eligibility Form documents VFC eligibility and doses administered to VFC-eligible patients. This is designed for clinics that have another method for submitting information to the local health department for entry into WIZRD. A copy of this version of the form as well as instructions on how to use both versions is included as well as posted on our website at [www.immunization.mt.gov](http://www.immunization.mt.gov).

The second version, which is available in a 2-part form, will be used for documenting VFC screening as well as documenting all immunizations given by the clinic for entry into WIZRD by the local health department (replacing the Monthly Immunization Record). To request this 2-part form, please call 444-5580.

### **Direct Data Entry into WIZRD**



For those clinics that are or wish to enter data directly into WIZRD, this option may be selected for VFC screening documentation. In order for this option to work, *VFC Eligibility Status* must be recorded in WIZRD with every shot given at your clinic.

WIZRD will maintain these records in accordance with the documentation requirements. In addition, the annual VFC Provider Profile numbers will be available to be generated in WIZRD. Data entry staff should be trained to correctly enter VFC eligibility to achieve the best result. For training or questions about WIZRD, please call 444-9539 or 444-5580.

## **Clinic Computer Generated Report**



The third option available is for the clinic to use an internal computer report. This report must be submitted to the Montana Immunization Program and approved before it can be used for documenting screening of VFC eligibility.

The clinic's internal report must meet the following criteria to be accepted.

- The report must be able to generate, for a defined period of time, a list of VFC-eligible children and the vaccines that each child received, by category – Medicaid; No health insurance; American Indian/Alaska Native; and Underinsured (if the clinic is a FQHC or RHC).
- The report must count the number of VFC-eligible children who received immunizations, during a defined period of time. Regardless of the number of visits and immunizations received during the defined period of time, each child can only be counted once. The information must be broken down by category – Medicaid; No health insurance; American Indian/Alaska Native; and Underinsured (if the clinic is a FQHC or RHC) and by age group – under 1 year of age; 1 through 6 years of age; and 7 through 18 years of age. Or the report must allow for manual tallying of this information.
- If the clinic cannot run a report for all eligible categories, the clinic can use the report for one or more categories and then use the Vaccine Eligibility Form for the other categories. For example, if the clinic can run a report for the Medicaid patients, but not the other VFC categories, then the clinic can use the Vaccine Eligibility Form to track the No health insurance; American Indian/Alaska Native; and Underinsured (if the clinic is a FQHC or RHC).
- The report must be able to be run at the request of the Montana Department of Public Health and Human Services (DPHHS) or the US Department of Health and Human Services (DHHS), and for the annual VFC Provider Profile.

To use a clinic's computer report in place of the Vaccine Eligibility Form or direct data entry into WIZRD, please complete the "Clinic Computer Generated VFC Screening Report Request Form" and submit a copy of the report(s) to the MT Immunization Program for approval. One of the two other screening options must be used until a clinic's computer report is approved.

Montana Immunization Program staff will be discussing the VFC eligibility screening requirements during clinic reviews. If you have any questions, please contact the Montana Immunization Program at 444-5580.